

City of Elizabeth City

Fiscal Year 2021-2022 Fee Schedule



(Revised 07/01/2021)

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Building Inspection Fee Schedule

Permit/Inspection Fees Schedule

Building

Building permit valuations shall include total cost of the job (including materials and labor) such as building, electrical, plumbing, mechanical, gas, fire protections and other service systems. If a job appears to be under estimated, the inspector may estimate the proposed work at fair market values. One and/or two family dwellings shall be estimated at a minimum \$42.00/square foot, for permitting purposes.

Minimum 24 hours' notice requested for inspections.

First \$1,000 of estimate cost (minimum fee)	\$50.00
Per \$1,000 after the first (round up to the next \$1,000)	\$5.00 / \$1,000
Swimming Pool	\$40.00
Building Demolition	\$75.00
Daycare, ABC License Inspections, Etc.	\$50.00
Moving a building and/or Approved, labeled Modular unit	\$250.00
Manufactured (Mobile) Home (includes building, electrical plumbing, and mechanical fees)	\$150.00

Insulation

Minimum permit fee applies to <u>each</u> dwelling unit and/or tenant space.	\$50.00
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Plumbing

Minimum permit fee applies to <u>each</u> dwelling unit and/or tenant space.	\$50.00
Sprinkler permits are issued by the Fire Marshall	\$5.00

Gas

Minimum permit fee applies to each dwelling unit and/or tenant space	\$35.00
Per gas outlet/connection.	\$5.00

Mechanical

Walk-in cooler or freezer; Commercial cooking hood	\$50.00 each
Heating, Air-conditioning and/or combination unit per fire, plus radiation and/or smoke damper	\$50.00/ \$5.00
Minimum Permit Fee	\$40.00
<u>Non</u> -walk in cooler, freezer, and/or other equipment	\$10.00 each

Electrical

Temporary Service	\$40.00
Temporary Service with construction site trailer	\$50.00
Approved/Labeled Modular	Per service size
0-200 Ampere Service	\$75.00,
• per ampere above 200	Plus \$.50
Minimum Permit Fee	\$40.00
• Waive <u>minimum</u> permit fee, if associated work is performed in conjunction with new service and/or service change.	
Openings 1-100	\$25.00
• each receptacle, switch or fixture = an opening	
For each additional opening	\$.10
Sub panel, Transformer, Generator	\$40.00 each
In ground Swimming Pool	\$10.00
Baseboard Heaters (per Thermostat) Signs, Fuel dispensers, "freestanding" Parking light poles, Manufactured Home Pedestals	\$6.00 each
Exhaust fans/hood, range, oven, dryer, dishwasher, garbage disposal, water heater, spa, hot tub, whirlpool, window A/C, thru the wall heat pump motors and other equipment/machinery not specified, etc.	\$6.00 each

Note: In addition to each individual service, applicable items above also apply to each dwelling unit and/or tenant space.

Administrative and/or Negligence Fees

Permit refund	\$50.00
Permit transfer	\$100.00
Negligence fee and/or re-inspection	\$50.00 per trade
Starting work without a permit	\$100.00 plus Cost of Permit
Rental registration fee per year per individual Dwelling unit, apartment and/or rooming unit	
Revised per Senate Bill 683 1-3	
• 1-3	\$15.00
• 4-19	\$25.00
• 20 or more	\$50.00
Condemnation Abatement	\$200.00, plus Cost of Abatement
Homeowners Recovery Fee	\$10.00

Revised 9-21-2011

Water and Sewer System Development Fee Schedule

All commercial and residential construction, which may request both a building permit and city water and/or sewer connections from the city. Payment shall be made at the time of purchasing a building permit.

Section I

The System Development Fees for the City of Elizabeth City shall be the following:

Meter Size	Water	Wastewater
3/4 "	\$3,395	\$3,113
1"	\$5,670	\$5,199
1.5"	\$11,350	\$10,366
2"	\$18,095	\$16,592
3"	\$36,225	\$33,216
4"	\$56,595	\$51,894
6"	\$113,155	\$103,756
8"	\$181,055	\$166,016
10"	\$475,300	\$435,820
12"	\$599,795	\$549,974

Section II

The System Development Fee shall be solely based on meter size for water and wastewater.

Section III

Any existing ordinance or parts of an ordinance in conflict shall hereby be repealed.

Section I, II and III were adopted June 11, 2018.

Section IV

By adoption of this fee schedule, Council recognizes that in the future it may enter into agreements with persons to share in the costs to extend sewer lines to land proposed for construction. Nothing in this fee schedule shall preclude the completion of those agreements.

Section V

There is hereby created a Water and Sewer Capital Improvement Fund where all system development fees shall be deposited. Said fund shall be used to pay for major capital improvements throughout the City. Prior to the creation of the Water and Sewer Capital Improvement Fund, all system development fees were deposited in the Water and Sewer Operating Budget. To insure adequate funding in the operating budget, the Finance Director is hereby authorized to transfer \$150,000 from the Water and Sewer Capital Improvement Fund to the Water and Sewer Operating Fund, which represents occurring capital needs, which are not considered major capital improvement projects.

Section IV and V were adopted September 12, 2005.

Section VI

The Electrical Availability fee was initiated in order to recover the electrical utility installation cost for the Hunters Lake & Millbrooke subdivisions only, as a result of the original developers failing to reimburse the City for the subject installation. It will be collected each time a building permit is issued for a new dwelling within said subdivisions. The original fee is \$1,600 per lot and will increase by 2.5 percent each budget year until built out.

Section VI was adopted August 22, 2011.

Water & Sewer Tap Fee Schedule and Laboratory and Consultation Fees

Section I - Water and Sewer Tap Fees

The purpose of these fees is to recover the cost incurred by the City for the installation of water and sewer service lines and associated appurtenances.

Water Tap Fees		Sewer Tap Fees	
¾ inch	\$1,150	1.4 inch	\$1,150
1 inch	\$1,400	2.6 inch	\$2,200
2 inch	\$1,800	3.8 inch	\$3,000
3 inch	\$2,000*	4.10 inch	\$3,500
4 inch	\$2,200 *	5.12 inch	\$4,000
6 inch	\$2,600 *		
8 inch	\$3,000 *		
10 inch	\$3,500 *		
12 inch	\$4,000 *		

*These sizes do not include the cost of the meter and/or vault. Meter & vaults shall be charged based on actual cost plus ten percent.

Section II - Laboratory and Consultation Fees

The purpose of these fees is to recover the cost of performing standard water and wastewater laboratory analysis and system consultation for area water districts.

Laboratory Analysis (per sample)

Chlorine Residual	\$15
Ammonia	\$15
Coliform Bacteria	\$25
Heterotrophic Plate Count	\$30
Total Trihalomethane	\$40
Lead & Copper	\$30
Asbestos	\$150
BOD, 5 day	\$25
TSS	\$15
Ammonia-Nitrogen	\$18
Fecal Coliform	\$22
Conductivity	\$15
Temperature	\$12
DO	\$17

Consultation Fees

Regulatory compliance and/or routine sampling, operation & maintenance - \$40/hr.

ORC/State reporting/on-site inspection - \$50/hour.

Special Services

These fees shall include, but not limited to leachate disposal, wash-down water, septic tank pumpage, and recreational vehicles. The minimum rate shall be fifteen dollars per thousand gallons. Leachate acceptance fees are determined after an analysis of the leachate is evaluated for specific pollutants. Individual leachate disposal and wash-down water agreements shall be required for each facility utilizing the City's Wastewater facilities.

Revised May 31, 2005 for effective date of July 1, 2005

Electric Rate Schedule

Residential Service - RS1

This rate is available only to residential Customers in residences, condominiums, mobile homes, or individually metered apartments.

RATES: Monthly charges will be calculated as follows:

Basic Facilities Charge: \$ 12.50 per month

Energy Charge: \$.1047 per KWH for all KWH

Any applicable North Carolina Sales Tax and Purchase Cost Adjustment will be added to the above charges.

Residential Service Time of Use Rate – RS2

This rate is available to any residential Customer electing to receive service hereunder who contracts for alternating current electricity, except that it is not available for resale or parallel operation.

This rate requires that each customer shall enter into a contract to purchase electricity from the City for an original term of years to be agreed upon by the City and Customer based upon the circumstances and requirements of service, and thereafter from year to year upon the condition that either party can terminate the contract at the end of the original term, or at any time thereafter, by giving at least sixty (60) days' prior notice of such termination in writing.

RATES: Monthly Charges will be calculated as follows:

Basic Customer Charge: \$ 14.65 per month

Demand Charge on Peak: \$19.2280 All KW of Demand, Per KW

The highest average KW measured in any sixty-minute interval during the following times:

April 16th through October 15th Weekdays - 2:00 p.m. to 6:00 p.m.

October 16th through April 15th Weekdays - 6:00 a.m. to 9:00 a.m.

Energy Charge: \$.0435 All KWH, per KWH

All kwh used during the billing month as indicated by watt-hour meter readings.

Excess Demand Charge: \$ 3.1878 All KW of Demand, per KW

The excess KW demand shall be the highest 30-minute KW demand measured during the current and preceding eleven billing months or the Contract Demand, whichever is higher, less the On Peak KW demand during the current billing month.

Any applicable North Carolina Sales Tax and Purchase Cost Adjustment will be added to the above charges.

EXTRA FACILITIES: At the request of the Customer, the City will furnish, install, own and maintain facilities which are in addition to those necessary for delivery of service at one point, through one meter and at one voltage, and a monthly "Extra Facilities Charge" equal to 1.7% of the installed cost of the facilities, but not less than \$25, shall be paid by the Customer in addition to the monthly charges as stated in the Rates.

General Service - GS1

This rate is available to any nonresidential Customer. This schedule is not available for resale, breakdown or parallel operation.

RATES: Monthly charges will be calculated as follows:

Basic Facilities Charge: \$ 25.00 per month

Demand Charge: No charge for the first 30 KW of billing demand
\$15.3824 per KW for all over 30 KW of billing demand

Energy Charge: \$.1073 per KWH for the first 3,000 KWH
\$.0564 per KWH for all over 3,000 KWH

Demand billed will be the highest average KW measured in any 30-minute interval during the month. The City will install a permanent demand meter when the average monthly consumption of the Customer exceeds 3,000 KWH for any six-month period.

Any applicable North Carolina Sales Tax and Purchase Cost Adjustment will be added to the above charges.

General Service Time of Use Rate - GS2

This rate is available to any commercial Customer electing to receive service hereunder that contracts for alternating current electricity, except that it is not available for resale or parallel operation.

This rate requires that each customer shall enter into a contract to purchase electricity from the City for an original term of years to be agreed upon by the City and Customer based upon the circumstances and requirements of service, and thereafter from year to year upon the condition that either party can terminate the contract at the end of the original term, or at any time thereafter, by giving at least sixty (60) days' prior notice of such termination in writing.

RATES - Monthly charges will be calculated as follows:

Basic Customer Charge: \$ 35.00 per month

Demand Charge on Peak: \$ 19.9870 All KW of Demand, per KW
The on peak KW demand shall be the highest average KW measured in any sixty-minute interval during the following times:

April 16 th through October 15 th	Weekdays - 2:00 p.m. to 6:00 p.m.
October 16th through April 15 th	Weekdays - 6:00 a.m. to 9:00 a.m.

Energy Charge: \$.0581 All KWH, per KWH
The KWH of energy shall be the sum of all energy used during the billing month, as indicated by watt-hour meter readings.

Excess Demand Charge: \$ 3.9974 All KW of Demand, per KW
The excess KW demand shall be the highest 30-minute KW demand measured during the current and preceding eleven billing months or the Contract Demand, whichever is higher, less the On Peak KW demand during the current billing month.

The RKVA demand shall be the highest average RKVA measured during any sixty-minute interval during the current billing month. The RKVA demand shall be billed only where the KW demand is 1000 KW or more.

Any applicable North Carolina Sales Tax and Purchase Cost Adjustment will be added to the above charges.

General Service Interactive Time of Use Rate - GS3

This rate is available to any commercial or industrial Customer electing to receive service hereunder that contracts for alternating current electricity, except that it is not available for resale or parallel operation.

This rate requires that each Customer shall enter into a contract to purchase electricity from the City for an original term of years to be agreed upon by the City and Customer based upon the circumstances and requirements of service, and thereafter from year to year upon the condition that either party can terminate the contract at the end of the original term, or at any time thereafter, by giving at least sixty (60) days' prior notice of such termination in writing.

RATES: Monthly charges will be calculated as follows:

Basic Customer Charge: \$ 175.00 per month

Demand Charge on Peak: \$ 23.8832 All KW of Demand, per KW
Demand billed will be the demand during the sixty-minute interval of the current billing month which is coincidental with Carolina Power & Light Company's (CP&L) system monthly Peak Demand as defined in the Power Coordination Agreement between NCEMPA and CP&L dated July 30, 1981.

The times have been within the following ranges:

April 16th through October 15th
October 16th through April 15th

Weekdays - 2:00 p.m. to 6:00 p.m.
Weekdays - 6:00 a.m. to 9:00 a.m.

Energy Charge: \$.0535 All KWH, per KWH
KWH used during the billing month as indicated by watt-hour meter readings.

Excess Demand Charge: \$ 3.289 All KW of Demand, per KW
The excess KW demand shall be the highest 30-minute KW demand measured during the current and preceding eleven billing months or the Contract Demand, whichever is higher, less the On Peak KW demand during the current billing month.

Any applicable North Carolina Sales Tax and Purchase Cost Adjustment will be added to the above charges.

EXTRA FACILITIES: At the request of the Customer, the City will furnish, install, own and maintain facilities which are in addition to those necessary for delivery of service at one point, through one meter and at one voltage, and a monthly "Extra Facilities Charge" equal to 1.7% of the installed cost of the facilities, but not less than \$25, shall be paid by the Customer in addition to the monthly charges as stated in the Rates.

The City will use diligent efforts to predict the Coincident Peak hour each month and notify the Customer in advance. However, the City is not able to guarantee an accurate prediction and notice will be provided. Notification by the City will be provided to the Customer by direct telephone communication or automatic signal, as mutually agreed. The Customer will hold the City harmless in connection with actions taken in response to notification.

The Customer assumes responsibility for and shall indemnify, defend, and hold the City harmless against all liability, costs, and expenses for injury, including personal injury or property damage to Customer and their employees due to the use of load control or load control devices furnished by the City.

General Service Economic Development Coincident Peak Rate – GS4

This rate is available for nonresidential electric service when the Customer's Contract Demand is at least 30 kilowatts. Any Customer wishing to be served under this Schedule shall complete a written Electric Service Agreement supplied by the City for a term of five years. At the end of this five-year period, this economic development rate shall expire and the Customer will be placed on the applicable standard rate schedule.

This rate is available to a Customer that represents new load that has not been served by the City prior to January 1, 2004, except as necessary to maintain a minimum level of service prior to full operation. Customer new load usage must be individually metered. The Customer is allowed to use generation for load management purposes in accordance

with the City's Qualified Generation Allocation Policy.

This rate is not available for resale or temporary service. The City's Electric Load Management Rider Number 1 is not available with service under this Schedule.

All electric service rendered by the City is subject to the City's Regulations, as updated and amended from time to time, and generally accepted utility operating practices.

This rate is applicable to all electric service supplied to the Customer's premises at one point of delivery.

RATE: Monthly charges will be calculated as follows:

Basic Customer Charge: \$ 160.45 per month

Energy Charge: \$.0403 All KWH, per KWH

Demand Charge: \$ 21.5556 Coincident Peak Demand, per CP KW
The Coincident Peak Demand shall be the average kilowatt demand measured in the 60-minute interval which is used by the North Carolina Eastern Municipal Power Agency (NCEMPA) for wholesale billing purposes during the calendar month of power use. When the coincident peak period initially identified by NCEMPA is changed, the Customer's bill will be adjusted based on the amended peak hour.

Excess Demand Charge: \$ 3.4914 Per Excess KW
The Excess Demand shall be the Customer's maximum 30-minute demand during the billing month or the Contract Demand, whichever is greater, less the Coincident Peak Demand.

Any applicable North Carolina Sales Tax and Purchase Cost Adjustment will be added to the above charges.

Any purchased power cost adjustments including energy adjustment riders, surcharges, fuel charges and other unrecovered costs or adjustments will apply to all service under this schedule.

Electric Load Management Rider Number 1

Credits are available under this Rider for demand reduction during the monthly system peak. This Rider is available in conjunction with the City's General Service Schedule.

The availability of credits is contingent upon the Customer's load reduction resulting in a corresponding reduction in the City's billing demand from the North Carolina Eastern Municipal Power Agency (NCEMPA). (Credits will be applicable only for load management efforts approved and coordinated with the City.)

Customers electing this Rider will enter into a separate agreement with the City and pay

metering costs incurred by the City above the following amounts for implementation of the Rider. The City will pay \$500 of the metering costs if the Customer enters into a one-year contract or fifty percent of the metering costs if the contract is for two years.

The customer will receive a monthly credit for reduction in demand during the 60-minute interval of the billing month which is coincidental with Duke Energy Progress Peak Demand as defined in the Power Coordination Agreement between NCEMPA and CP&L dated July 30, 1981. The monthly credit will be \$8.00 per kw multiplied by the estimated reduction in demand by the customer during the CP&L System Monthly Peak.

The reduction of KW demand will be determined solely and exclusively by the City from the Customer's integrated kilowatt demand during the 60-minute interval of the CP&L System Monthly Peak and estimated demand without load management.

The City retains exclusive rights to determine the Customer's load reduction. No credits will be applicable for months in which the calculated demand for credit is negative or when load management is not initiated during the CP&L System Monthly Peak. If, in the City's determination, the Customer has manipulated power use to overstate demand reduction, the Customer will receive no credit.

The City will use diligent efforts to predict the monthly system peak and notify the customer in advance. However, the City is not able to guarantee an accurate prediction and that notice will be provided. Notification by the City will be provided to the Customer by direct telephone communications or automatic signal, as mutually agreed. The Customer will hold the City harmless in connection with its response to notification. Information on the City's experience in predicting the system peak and the hours of load management is available from the City's Energy Officer.

The customer assumes responsibility for and shall indemnify, defend, and hold the City harmless against all liability, costs and expenses, including personal injury or property damage incurred by the Customer or its employees attributable to load control, load control devices furnished by the City, and this rider.

Bilateral Metering for Renewable Energy Generation Rider – Residential Service-RE1

This Rider is available in conjunction with the City's Residential Service electric rate tariff for Customers operating a solar/photovoltaic system, without battery storage, located and used at the Customer's primary residence, where part or all of the electrical requirements of the customer can be supplied from the Customer's generating system.

Rated capacity of the generating system shall not exceed the lesser of the Customer's estimated maximum monthly kilowatt demand or 10 kW for residential systems. The generating system that is connected in parallel operation with service from the City and located on the Customer's premises must be manufactured, installed, and operated in accordance with governmental and industry standards and must fully conform with the

City's applicable renewable energy interconnecting interface criteria.

This Rider is available on a first-come, first-serve basis, except that the aggregate capacity of the Customer generator shall not exceed 5% of the City's retail peak load for the prior calendar year. If a Customer's proposed installation results in exceeding the limit, the Customer will be notified that service under this Rider will not be allowed. In no event will energy delivered to the City be used to offset purchases in a different period or a different season.

This Rider is applicable to single phase residential electric service of the same available type supplied to Customer's premises at one point of delivery.

The Customer shall pay an additional meter charge of \$3.07 per month for meter reading and account servicing.

Energy measured as kilowatt-hours at the renewable energy generator meter shall be credited at \$0.0525 per kWh effective as of August 1, 2015 in increments of the nearest kWh units. Said rate shall be reviewed annually and/or at such time as a wholesale rate increase is received by the City.

Customers with qualified systems are encouraged to also apply for NCGP credits through the NC Green Power Program <http://www.ncgreenpower.org/>

SPECIAL CONDITIONS

1. Customer must fill out and submit an "Application for Interconnecting a Residential Photovoltaic Facility – Page 1", a \$100 non-refundable processing fee, and a "Certificate of Completion for Residential Photovoltaic Facility – Page 2" form prior to receiving service under this Rider. Agreement shall include the renewable energy generator interconnection standards for systems up to 10 kilowatts capacity for residential systems that describes the conditions related to interconnection of with City's electrical system.
2. Customer's service installation and transaction shall be a bilateral arrangement with two standard residential meters, one of which will measure all energy provided by the City for energy consumed by the customer, and the other meter to measure the output of the customer's generator.
3. In the event City determines that it is necessary to install a dedicated transformer or other equipment to protect the safety and adequacy of electric service provided to other customers, Customer shall pay a Monthly Facilities Charge of 2% of the installed cost of said additional facilities. The minimum Monthly Facilities Charge shall not be less than \$25.00.
4. Customer grants City the right to install, operate, and monitor special equipment to measure Customer's load, generating system output, or any part thereof and to obtain any other data necessary to determine the operating characteristics and effects of the

installation. Customer also grants City the right to utilize Customer's telephone line to transmit data from City's meter and special equipment.

5. The City reserves the right to test the Customer's equipment for compliance with the applicable interconnection standards. Should the City determine that the equipment is in violation of the interconnection standards, the City shall disconnect the equipment and it shall remain disconnected until the equipment is repaired to the satisfaction of the authority responsible for inspection of the installation.

CONTRACT PERIOD: Contract Period for service under this Rider shall be one year and thereafter shall be renewed for successive one-year periods. After the initial period, Customer may terminate service under this Rider by giving at least sixty (60) days previous notice of such termination in writing to the City. The City may terminate service under this Rider at any time upon written notice to Customer. In the event that Customer violates any of the terms or conditions of this Rider, or operates the generating system in a manner which is detrimental to the City or its customers, service under this Rider may be terminated immediately.

Outdoor Lighting Service - A01, A02, A03, A04, A99

This rate is applicable to any Customer for outdoor lighting service except where installations are prevented by any public authority having jurisdiction or are otherwise unlawful.

Monthly Rate

A. Watchlight, Area, and Roadway Lighting Service

Approximate Lumens	Type	Input Wattage	Monthly KWH	Rate per Unit per Month	Rate Code
6,500 – 150 Watt	High Power Sodium	175	65	\$10.98	A01
12,500 – 250 Watt	High Power Sodium	297	100	\$13.00	A02

B. Directional Lighting Service

Approximate Lumens	Type	Input Wattage	Monthly KWH	1st Unit per Pole	Each Additional Unit on Same Pole	Rate Code
50,000 – 400 Watt	High Power Sodium	465	160	\$26.01	\$15.08	A03
140,000 – 1000 Watt	Power Flood Metal Hylide	1080	360	\$34.26	\$23.28	A04

The City shall have the option of monthly or bi-monthly billing.

Any applicable North Carolina Sales Tax and Purchase Cost Adjustment will be added to the above charges.

The complete installation is to be furnished, maintained and operated by the City and will remain the property of the City. The type of fixture and method of installation shall be in accordance with City's standards. Normally, overhead lights will be installed on City wood poles or on other wood poles on which the City has installed standard attachments. Installations on buildings or structures belonging to the Customer or to others will not be permitted.

The City shall not be obligated to construct or own any line extension or other facilities to provide outdoor lighting service, the cost of which shall exceed four times the continuing annual revenue, excluding Approved Fuel Charge revenue, anticipated from any such line extension. If the cost of installing the line extension or other facilities is in excess of four times the anticipated continuing annual revenue, excluding Approved Fuel Charge revenue, the Customer will pay to the City in advance of the construction of the extension or other facilities an amount equal to the excess cost.

When the City is requested by the customer to install underground units for outdoor lighting service outside the areas designated by the city as underground distribution areas, the City will make such an installation provided the Customer pays to the City in advance the amount by which the cost of the installation exceeds four times the continuing annual revenue, excluding Approved Fuel Charge revenue, anticipated from the installation. The Customer, however, shall install, own and maintain all fixed items such as conduit, pads, hand holes and pole foundations. Poles will not be considered fixed items. Within the areas designated by the City as underground distribution areas, the City shall not be obligated to construct or own any facilities beyond the property line of the Customer.

The Customer shall report to the City, as promptly as possible any and all lights that are out or not burning properly. The City will endeavor to replace or repair such lights on the next regular working day.

Sports Field Lighting Service

This rate is available for continuous year-round service to Customer-owned lighting systems for outdoor athletic fields. Service may not be used for breakdown, standby or supplementary power supply, or for resale.

The City will provide power through one delivery point at a mutually satisfactory location on the Customer's premises.

Electric power will be supplied at one of the City's standard distribution voltages available in the area service is requested, or at another voltage by mutual agreement. Service provided by the City is sixty-hertz alternating current electricity, either single-phase two wires or three-phase three or four wires.

The customer will reimburse the city for all costs incurred in providing service, other than

metering. Costs will include the cost of all materials for any line extension, poles, transformation, and other facilities; labor; transportation; equipment use and administration allocation.

MONTHLY RATE

Basic Service: \$ 21.75 per Month

Energy: \$.0542 per KWH

Demand Charge: \$ 2.1252 per KWH

Any applicable North Carolina Sales Tax and Purchase Cost Adjustment will be added to the above charges.

Service is available under this Schedule for continuous year-round use for a minimum term of twelve months. However, the Customer may discontinue service in less than twelve months by paying any basic service and minimum billing demand charges for the remaining months.

If not designated otherwise, for all Electric rates listed on pages 9-19, bills are due and payable 15 days from the billing date. An account is considered delinquent if payment has not been received by 2:00 PM on the second day following the due date. A 5% late penalty is added to each account that becomes delinquent. If payment is not made prior to the disconnect date, the account will be considered for disconnection. Residential reconnection fees are \$25 plus tax and commercial reconnection fees are \$100 plus tax.

Effective: April 1, 2019

Approved by City Council: March 25, 2019

Electric Vehicle Charging

Electric vehicle charging is available in the Mariner's Wharf parking lot for \$1 per hour.

Electric Service Equipment Rates and Costs

The City of Elizabeth City Electric Department will schedule after-hours on-demand cut on/off for commercial customers to City of Elizabeth City electric utility service at rate of \$150.00 per hour. A minimum two-hour amount will be billed for after-hours callbacks or appointments.

Upon written request by a City of Elizabeth City electric utility customer, the Electric Department will test meters without charge, provided that such tests are not made more frequently than once in a twelve (12) month period. If test of a meter by a customer is

made more frequently than once in a twelve (12) month period, the customer shall be charged based on the following rate:

1. \$50.00 for single phase meters operating in 240 volts or less, up to and including 30 amperes rated capacity of the meter element.
2. \$100.00 for single phase meters with current transformers, and for polyphase meters, with or without instrument transformers, for each such test, refundable only if the percentage registration of the meter exceeds 102%.

The City of Elizabeth City Electric Department must maintain its public utility infrastructure, including repair to any damage to City meters, poles, service wires, service structures or any other City owned electric equipment. Repair costs associated with damage will be billed to the person or entity directly involved with the damage at the following rate:

Line/Bucket Truck including two linemen	\$120 per hour
1/2 ton / 3/4 ton trucks	\$20 per hour
Trencher/tractor	\$30 per hour
All trailers including pole, materials and flat	\$10 per hour
Brush chipper	\$25 per hour
Labor rate (two linemen)	\$60 per hour

The impact of major or catastrophic emergencies can impact the demand on and use of City of Elizabeth City Electric Department resources, including personnel and equipment. The work most often performed in times of crisis is Emergency Work. This work is performed immediately to save lives, to protect property, for public health and safety, and/or to avert or lessen the threat of a major disaster. When the City of Elizabeth City Electric Department must perform Emergency Work at the request of a person or entity, the rate charged will be in accordance with the above schedule. However, consideration will be given to the currently adopted Department of Homeland Security Federal Emergency Management Agency (DHS FEMA) Schedule of Equipment Rates. Private contractors engaged by the City of Elizabeth City to complete Emergency Work rates may apply.

Fire Department Fees Schedule

Applications for permits required pursuant of Chapter 1 of the North Carolina State Building Code, Fire Prevention Code shall be made to the Fire Marshal on forms provided by the City. All applications shall be accompanied by the applicable permit fee as established by the City. The required permit fees shall be set out in a fee schedule. Printed schedules of the permit fees shall be available to the public at the Fire Marshal's office and shall be on file in the City Clerk's office. The Fire Marshal is authorized to waive the permit fee for governmental, religious and charitable organizations.

Operational Permits

Amusement building	\$50
Carnival and fairs	\$50
Covered mall buildings	\$50
Exhibits and trade shows (per event)	\$50
Explosives	\$100

Occupancy/Hazard Involved

Automotive service stations	\$35
Places of assembly (large)	\$35
Places of assembly (small)	\$25
Junkyard or waste handling	\$25
Cellulose nitrate plastic	\$35
Combustible fibers (textiles operations included)	\$30
Compressed gas	\$30
Dry cleaning establishments	\$25
Flammable finishing operations	\$35
Flammable and combustible liquids	
- Residential in excess of 3 gallons – Class I (does not include 1 or 2 family dwellings)	\$50
- Business in excess of 6 gallons inside or 10 gallons outside	\$50
Fireworks, Class C (For sale or distribution)	\$200
Fireworks, holiday permit (for sale or distribution – permit is good for 30 days previous and 30 days post holidays)	\$50
Hazardous occupancy	\$75

Occupancy/Hazard Involved (Continued)

Lumber storage use and/or fabrication	\$35
Industrial occupancy (not covered under any other permit)	\$35
Repair Garages	
- Over 5,000 square feet	\$35
- Up to and including 5,000 square feet	\$25
All other permits required by NC State fire code	\$25
Hazardous Chemicals (storage, handling or use of any amounts covered by the Fire Code)	\$75

All permits or permit provisions required by the Fire Code or City Code may be combined into a single permit. In the event an occupancy requires more than one use permit or permit provision, then the highest fee required for any one of these permits per the fee schedule shall be charged. For each other permit or provision required, a charge of ten dollars (\$10.00) for each shall be added with the total amount not to exceed one hundred

dollars (\$100.00). Exception: For occupancies required to have a permit for the sale or distribution of Class C fireworks, the total amount of the permit shall not exceed two hundred twenty-five dollars (\$225.00). Renewal of permits shall coincide with the mandatory state inspection schedule for all occupancies

Special Use Permit for Specific Event of Time Period

Fireworks for public display	\$35
Burning Permit	
-Residential	\$5
-Commercial	\$15
Tents or air structures	\$10
Temporary kiosks or displays for merchandising	\$10
Insecticide Fogging & Fumigation	\$50
Blasting Permits (Explosive)	
-48 hours	\$25
-90 days	\$75
Special assemblies such as gun shows, craft shows, etc. Any other special function requiring inspection & approval from the Fire Marshall's office	\$10

Special Tests, Inspections and Services

Fire flow test	\$100
Copies of Fire Reports	\$5
Sprinkler System Renovation (existing system)	\$15
Fire Alarm Renovation (existing system)	\$15
Standpipe Certification Test (existing system)	\$15
Grease Removal Test (existing system)	\$15
Fixed Fire Suppression System (existing)	\$15
Certificate of Occupancy Inspections	\$15
Storage tanks	
-Removal (per tank)	\$100
-New installation (per tank)	\$100
Sprinkler system	\$50 / \$100
-plus sprinkler	\$1
Standpipes	\$50 / \$75
New alarm system	\$50 / \$75
Fixed fire suppression systems	\$75

Administrative and/or Negligence Fees

Negligence fee and/or re-inspection	\$50
Starting work without a permit	\$150

There shall be no initial fee for fire inspections of Level I, II, or III properties requiring inspection under the mandatory inspection schedule. Thirty (30) days following the initial

fire inspection, a re-inspection shall be conducted by the fire official. If all violations of the fire code have been corrected, no fee shall be imposed. If all violations of the fire code have not been corrected, a second notice to comply shall be issued and a fee of one hundred dollars (\$100.00) shall be imposed. Seven (7) days following the issuance of the second notice to comply, the fire official shall return for a re-inspection. If no violations have been corrected, a final notice shall be issued and an additional one hundred dollars (\$100.00) fee shall be imposed. Seven (7) days following the issuance of the final notice, the fire official shall return for a re-inspection. If no violations have been corrected and all fees paid by this time, a five hundred dollar (\$500.00) fine shall be imposed and criminal proceedings shall be initiated by the fire official, if necessary, to bring the establishment within compliance with the fire code.

Revised March 26, 2019

Elizabeth City and Camden County Fire Marshal's Office Fee Schedule

Section 34-1(e)

New Fire Alarm System	\$75
Fire Alarm System Renovations	\$50
New Fixed Fire Suppression System	\$75
Fixed Suppression System Renovations	\$50
Storage Tank Installation/Removal	\$50 / 100 per tank
Fire Flow	\$100 per flow test

**New Sprinkler System Renovation

**Fire Sprinkler System Renovation

**Please contact the Fire Marshal's Office prior to sending payment for a job being reviewed. Upon completion and approval of the plans, a total cost, including permit fees and per head fees, will be available at that time.

Police Department

Copy of Incident Report	\$3.00 per record
Copy of Accident Report	\$5.00 per record
Request for Fingerprinting	\$5.00 per set of fingerprint cards
Special Interest Restoration Vehicle Fee	\$25.00

Revised June 13, 2016 to be effective July 1, 2016

GIS Fee Schedule

Copies of Plans/Plats:

Size	
8 1/2" x 11" or 11" x 17"	\$2
24" x 36"	\$15
36" x 48"	\$25

GIS City Base Maps:

(Includes parcels, centerlines, zoning, hydrology, city limits, railroads, subdivisions, etc. Attribute data will also be available with the requested map information.)

Size	Base Map	With Orthos	Photo Paper
11" x 17"	\$10	\$20	\$25
24" x 36"	\$25	\$35	\$40
36" x 48"	\$35	\$45	\$50

Customization of maps: \$40.00/hr (1-hour minimum)

Information in Digital Format:

<u>Type</u>		<u>Complete With Utilities Data</u>
Base map w/attribute data	\$250	\$350
Base map w/orthos & attributes	\$400	\$450

DISCLAIMER:

Users of the data are hereby notified that public primary information sources should be consulted for verification. The City of Elizabeth City assumes no legal responsibility for the information contained herein or on the media. The data set(s) and any updates cannot be resold or redistributed to third parties for any reason.

Adopted July 14, 2008

Other fees schedule

Residential electric deposit	\$200
Non-residential electric deposit	Two times monthly average bill with a \$200 minimum
Water deposit	\$10
Returned check charge	\$25
Reconnection after disconnection for nonpayment	
-Residential 8am to 430pm	\$25
-Non-residential 430pm to 11pm	\$45 (includes \$20 after-hours fee)
Turn on fee	\$25
Landlord electrical service turn on fee	\$25
Special festival utility service	\$20 per user
Broken meter	\$90
Delinquent fee, for payments after due date (but before disconnection)	5% of current portion
Meter test charge (first test free each year)	\$10
Temporary construction service charge	\$30

Note: Amounts do not include any applicable state sales tax.

Parking Rental

The City of Elizabeth City owns two parking lots that have parking spaces available to rent on a monthly basis. The rental fee for a parking space is \$25.00 per month. The parking lots are located as follows:

- Fearing Street Parking Lot – this parking lot is located on the corner of Fearing Street and South Martin Luther King Drive. This parking lot contains 68 rental spaces. The Fearing Street Parking Lot has a total of 112 parking spaces. The City of Elizabeth City Department of Police and Department of Fire are assigned 44 of the total spaces. Of the 68 remaining rental parking spaces, 20 spaces are under a 10-year lease agreement due to expire December 2025.

Please contact the Customer Service Department if you are interested in renting a parking space. If the parking lot is at full occupancy, a waiting list is maintained for future vacancies.

The customer is required to sign a lease agreement and is required to give a thirty-day (30) advance notice to terminate their rental space. Invoices are mailed on a quarterly basis and are billed on the 10th day of the month.

Amended June 13, 2016 to be effective July 1, 2016

Parks and Recreation Department Fees/Charges

Athletic Field Rental

When used by profitable groups who charge admission fees below apply + 20% of gross income.

Field illumination per hour	\$25 per field
Filed preparation	\$75 per field
Facility (site) Supervisor	\$25 per hour

Baseball

13-15 Babe Ruth League	\$35 player fee (includes t-shirt, cap, socks, insurance)
16-18 Babe Ruth League	\$45 player fee (includes t-shirt, cap, socks, insurance)
Baseball camp	\$45
Batting cage	\$2 -1 token (15 pitches)
	\$7 -6 tokens (90 pitches)
	\$12 -13 tokens (195 pitches)

Player provides pants in both Babe Ruth League age groups

Basketball

Men's open, 30 & Over league, 40 & Over

Winter League (18 games)	\$300 per team
Summer League (12 games)	\$200 per team
Officials fee	\$25 per game
Youth Leagues	\$20 per player, \$10 per player in Summer League
Basketball camp	\$50 (includes ball, t-shirt, picture)

Cheering

Tiny tots camp	\$40
Intermediate camp	\$50

Golf

Green fees, 1 st 9 holes	\$6 per player
-each additional 9 holes	\$4 per player
Senior citizens (65+)	\$4 per player per 9 holes
Annual Family Membership	\$300 per family
Annual Individual Membership	\$250 per person
Annual Senior Membership	\$200 per person
Annual Jr (student) membership	\$75 per person
Club rental	\$1 per club
Golf lessons, two week session	\$30
Driving range	\$4 small bucket (25-30 balls)
	\$6 medium bucket (50-60 balls)
	\$8 large bucket (100-110 balls)

Physical Exercise Programs

Fitness Classes	\$2.50 per class
Tae Kwon Do	\$3.50 per class
Tae Kwon Do Camp	\$45

Soccer

Adult Soccer League	\$250 per team
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Softball

Men's Open, 40 & Over League & Summer League (Approx. 20 games)	\$350 per team
Fall League (Approx. 12 games)	\$200 per team
-Umpire fee	\$20 per game
Ladies Open league (Approx. 20 games)	\$350 per team
-Umpire fee	\$20 per game
Youth Girls League (7-16)	\$35 per player (includes shirt, visor, insurance, patches, etc.)
Boys & Girls T-Ball League	\$20 per player

Tennis

Lessons	\$7 per class
Tennis League	\$50 per player
Singles Events (tournaments)	\$20 per player
Doubles Events (tournaments)	\$10 per player
Tennis Camp	\$45

Volleyball

Ladies' Fall League	\$100 per team
Ladies' Winter League	\$100 per team
Men's Open League	\$100 per team
Spring Mixed League	\$100 per team
Friday Night Co-Ed	\$100 per team
Umpires	\$12 per team
Volleyball Camp	\$50 (includes ball, t-shirt, picture)

Wrestling

Wrestling camp	\$50
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Chair Rental

1-25 Chairs	\$25 per use
26-49 Chairs	\$35 per use
50+ Chairs	\$45 per use

Picnic & Fish Fry Shelters

Charles Creek Picnic Shelter	\$50 per use
-Key deposit	\$20 (refundable)
Fish Fry Shelter	\$100 per use
-Key deposit	\$50 (refundable)
Waterfront Park Pavilion	\$75 per use
Fun Junction Pavilion	\$75 half day (10a-2p or 3p-7p) plus \$25 deposit (refundable)
	\$125 whole day (10a-7p or 10a-5p winter) plus \$25 deposit (refundable)

Fun Junktion

Tent Rentals	\$75
Paddleboats	\$5 per boat
Driving Range	\$4 small bucket \$6 medium bucket \$8 large bucket

Knobbs Creek Recreation Center

1 Clubroom, non-profit (Mon-Fri)	\$40 per use
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1 Clubroom, for profit (Mon-Fri)	\$75 per use
2 Clubrooms, non-profit (Mon-Fri)	\$80 per use
2 Clubrooms, for profit (Mon-Fri)	\$150 per use
Serving Area, non-profit (Mon-Fri)	\$50 per use
Serving Area, for profit (Mon-Fri)	\$100 per use
Clubrooms & Serving Area, non-profit (Sat, Sun, or Holidays)	\$200 per 6 hours use \$50 each additional hour of use
Clubrooms & Serving Area, for Profit (Sat, Sun, or Holidays)	\$400 per 6 hours of use \$50 each additional hour of use
Gymnasium, non-profit (Mon-Fri)	\$250 per use
Gymnasium, for profit (Mon-Fri)	\$500 per use
Gymnasium, non-profit (Sat, Sun, or Holidays)	\$300 per use
Gymnasium, for profit (Sat, Sun, or Holidays)	\$550 per use
Gymnasium, Church Group	\$50 per hour
Gymnasium with Clubroom rental	\$50 per hour
Entire Center, non-profit (Mon-Fri)	\$400 per use
Entire Center, for profit (Mon-Fri)	\$825 per use
Entire Center, non-profit (Sat, Sun, or Holidays)	\$500 per use
Entire Center, for profit (Sat, Sun, or Holidays)	\$950 per use

Senior Center Fees/ Charges

Non-Profit

Multipurpose Room	Rate		Rate with Kitchen
Friday (6pm-12am)	\$80/hr -	4 hour minimum	\$100/hr- with kitchen
Saturday (9am-12am)	\$80/hr -	4 hour minimum	\$100/hr- with kitchen
Sunday (9am-10pm)	\$80/hr-	4 hour minimum	\$100/hr- with kitchen
Conference Room			
Monday-Sunday	\$30/hr-	2 hour minimum	N/A
Classroom			
Monday-Sunday	\$100/hr-	2 hour minimum	N/A

For-Profit

Multipurpose Room	Rate		Rate with Kitchen
Friday (6pm-12am)	\$160/hr -	4 hour minimum	\$200/hr- with kitchen
Saturday (9am-12am)	\$160/hr -	4 hour minimum	\$200/hr- with kitchen
Sunday (9am-10pm)	\$160/hr-	4 hour minimum	\$200/hr- with kitchen
Conference Room			
Monday-Sunday	\$60/hr-	2 hour minimum	N/A
Classroom			
Monday-Sunday	\$100/hr-	2 hour minimum	N/A

In addition to the schedule presented above, there will be a \$100 nonrefundable security deposit to be paid at the time of booking, which will be included as part of the total payment.

There will be a refundable \$100 cleaning and maintenance deposit.

Set Up Fees

A small fee will be charged to help speed up the set-up time for various shows and events. This is a fee that will be charged for the time that the facility is unable to provide the regular scheduled activities. One day of set-up time will be provided at no cost. Each additional day will be subject to the following charges:

Set up Fees (Mon-Sun)

Gymnasium	\$100 per day
Clubrooms	\$50 per day

There are additional fees that are not listed in the above. They may vary because of the length of instruction or cost to this department.

Out-of-County Fees

Out of County Fee's for participants in the Elizabeth City Parks and Recreation Programs Effective July 1, 2016.

Adults

Individual Participants	\$25/session/program
Team or League Sport	\$25/individual with out of town residency

Youth

Individual Participants (includes all camps)	\$15/session/program
Team Sports (youth basketball, tee-ball)	\$15 individual with out of county residency

Franchised Sport

AYSO Soccer (Pasquotank, Camden, Perquimans)	No charge
ELCIPACA Baseball (Pasquotank and Camden)	
Dixie Softball (Pasquotank and Camden)	

Senior Citizens

Joint use agreement with other counties that have a Senior Center	No charge
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All listed fees are in addition to the normal registration fee for the particular program.
Resident: Residents of Elizabeth City and Pasquotank County or anyone who owns REAL PROPERTY (6,000 sq. ft. lot minimum) in Pasquotank County.

Dependents of the above residents will also be permitted to participate, other family members that are not dependents are ineligible.

Effective July 1, 2011

Planning and Zoning

Board-Evaluated Applications:

Rezoning	600.00
Protest Petition	No Charge
Text Amendment	500.00
Certificate of Appropriateness	20.00
Conditional Use Permit	500.00
Special Use Permit	500.00
Variance Application Consultation Fee	100.00
Variance Application Fee (Balance)	<u>400.00</u>
Total Variance Application Fee	500.00
Administrative Decision/Interpretation Appeal	500.00

Staff-Evaluated Applications:

Home Occupation Permit	\$100
Sandwich Board Sign Permit	\$30
Sign Permit – Standard (Wall, Window, Awning, On-Premises)	\$100
Sign Permit - Billboard	\$500
Zoning Permit	\$100
Minor subdivision and recombination plat	\$300

TRC-Evaluation Site Plan & Subdivision Applications:

Site Plan Review – Technical Review Committee	\$500
Site Plan Review – Administrative Review	\$300
Project Inspection	\$300
Re-inspection(s)	\$50
Sketch Plans	\$100
Preliminary Plats	\$100 or \$15/lot (whichever is greater)
Final Plats	\$100 or \$15/lot (whichever is greater)

Application and inspection fees are collected at the time the request or petition is filed. Payments should be made payable to: City of Elizabeth City.

Duplications of the Unified Development Ordinance are no longer published by the Department of Planning & Community Development. However, the official Ordinance is available on the *Charter and Ordinance* section of our website. Updates are posted within 30 days of Council adoption. Contact the Planning Division for a list of recent amendments.

Public Records Duplication Fees

Photocopies

Photocopies (black and white, per page)	.10
Photocopies (color, per page)	.25
Minimum mail order charge for copies	\$2
Certification of document	\$1
Oversized book copy (these items must be scanned)	\$4 per page
Oversized drawing copies (black and white)	\$3 per page
Oversized drawing copies (color)	\$5 per page

Digital Files Production

Digital image of paper based materials (pages from bound volumes, maps, etc.)	\$4 per scan
Audio or video	\$4 per item
Any item that cannot be digitized in house	Vendor price

Prints or Copies of Digital Materials

Black and White Prints	Any	\$3 each
Color prints	Smaller than 11" x 17"	\$5 each
Color prints	Larger than 11" x 17"	\$5 per sq. ft.

If the cost is less than \$2.00 or if records exist in a digital format and are provided electronically, i.e. by use of a single email, the record will be provided free of charge.

Extensive Use of Technology/Labor

If the request is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance, then the City may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the actual cost incurred for such extensive use of information technology resources or the labor costs of the personnel providing the services. The fact that a large number of copies has been requested is not by itself sufficient to invoke the provisions of this section. The City Attorney's Office shall be consulted before invoking the provisions of this section.

Approved by the City Council on June 13, 2016 to be effective July 1, 2016.

TAXICAB Schedule of Rates

Central School (1 or 2*)	\$5.00	Albemarle Hospital (1 or 2)	\$5.00
Northeastern		Knobbs Cr. Bridge to COA (1)	
High School (1 or 2*)	\$5.00	COA to Shell Station (1)	\$5.00
Chesterfield Heights	\$5.00	Amarest Trailer Court	\$5.00
Oxford Heights	\$5.00	Pine Lakes	\$6.00
Winslow Trailer Court	\$5.00	Golf Club	\$6.00
Oak Grove	\$5.00	Lover's Lane	\$7.00
Meadow Land	\$5.00	Shillington Road	\$7.00
Spaulding Park	\$5.00	Forbes Mobile Park	
Brookridge Terrace (1 or 2*)	\$5.00	(17 North)	\$7.00
Chappell Garden	\$5.00	Berkley Trailer Court	\$8.00
Forest Park	\$5.50	Northside School	\$9.00
Edgewood	\$5.50	Zoom-In	\$10.00
Winslow Acres	\$6.00	McPherson Trailer Park	\$10.00
Hickory Village	\$6.00	Super Wal-Mart	\$8.00
Brite Meadows	\$6.00	Additional Stops	\$1.00
Heritage Care	\$6.00		
Trinkaloe Road	\$6.00	Single Call (1 or 2*)	\$5.00
Whistling Pines	\$7.00	(All Over 2)	\$0.50 ea.
Albemarle Academy	\$7.00		
Narron Trailer Park		Round Trips in Town	\$8.00
(17 South)	\$8.00		
D. T. Whitehurst Road	\$8.00	Waiting and Cruising Time	
Simpson Ditch Road	\$8.00	Per Hour	\$15.00
Coast Guard Air Station			
Outside Gate	\$7.00	Small Children (under 6)	Free
Inside of Gate	\$9.00	(Limit 2) each additional	\$0.50
Elizabeth City Airport	\$9.00	Passengers with Groceries	\$5.00
IXL	\$11.00	Packages	
Truck Stop (Woodville)	\$9.00	(Pick-up & Delivered by Driver)	\$6.00
Woodville	\$12.00		

ALL OUT OF TOWN TRIPS \$2.00 PER MILE
(*1 or 2 = persons)

Adopted July 1, 2005 (As Amended January 22, 2007)

Residential and Commercial Sanitation Rate Schedule

	<u>Rate Code</u>	<u>Amount</u>
Residential Refuse (weekly pickup, maximum 2 containers)	RR1 & RR2	\$23
Commercial Refuse (weekly pick up per container, maximum 2 containers)	TF3	\$23
Refuse Container (90 Gallon)		\$60 + tax
Recycle Container (65 Gallon)		\$45 + tax

The following rates were adopted January 14, 2019 and effective January 14, 2019.

Downtown Garbage District Trash Compactor Rate Schedule

<u>Tier</u>	<u>Description</u>	<u>Amount</u>
1	Downtown Residential	\$11
2	Small Commercial	\$13
3	Medium Commercial	\$80
4	Heavy Commercial	\$280

The following rates were adopted January 8, 2017 and are effective January 8, 2017.

Residential and Commercial Stormwater Rate Schedule

Residential Stormwater Fee	\$36 per residential parcel
Commercial Stormwater Fee	\$.01 square foot of impervious area per commercial parcel with minimum of \$36

A credit of 25 % shall be given to any commercial property who maintains their own Stormwater retention pond.

The following rates were approved June 12, 2007 and are effective July 1, 2007.

Residential Water & Sewer Rates

	Inside City			Outside City (includes sewer availability fee)		
	Water W01 W22	Sewer S01 S22	Total	Outside Water W02	Outside Sewer S02	Total
Basic Charge 1st 1m Gal	23.35	22.22	45.57	23.35	33.41	56.76
Over 1m Gals (per m gals)	6.90	5.99		6.90	11.97	

The following rates were approved by City Council June 28, 2021 and are effective July 1, 2021

Water & Sewer Rates by Pipe Size

	Inside City									
	3/4"		1"		2"		3"		4"	
	W03	S03	W04	S04	W05	S05	W13	S13	W06	S06
Basic Charge (No usage)	23.35	22.22	38.69	47.10	54.07	71.87	61.73	84.31	69.39	96.74
Usage (per m gals)	6.90	5.99	6.90	5.99	6.90	5.99	6.90	5.99	6.90	5.99

	Outside City											
	3/4"		1"		2"		3"		4"		6"	
	W10	S10	W11	S11	W12	S12	W15	S15	W14	S14	W07	S07
Basic Charge (No usage)	35.03	33.48	50.39	58.29	65.73	83.07	73.40	95.49	81.08	107.89	104.09	145.01
Usage (per m gals)	13.86	12.07	13.86	12.07	13.86	12.07	13.86	13.86	13.86	12.07	13.86	12.07

The following rates were approved by City Council June 28, 2021 and are effective July 1, 2021

Water Rates

	Pasquotank County W08	Camden County W09
Usage (per m gals)	5.03	2.85
Usage over 4,500 m (per m gals)	5.03	3.69

The following rates were approved by City Council June 28, 2021 and are effective July 1, 2021

Business Registration Program

State law permits cities and towns to regulate and subject to registration occupations, businesses, trades, professions and forms of amusement or entertainment and prohibit those that may be inimical to the public health, welfare, safety, order or convenience. In conjunction with this authority, the City Council enacted an ordinance establishing a Business Registration Program in 2015. Key points of the registration program are:

1. Business Registrations are issued annually for the period October 1st to September 30th.
2. All businesses that operate within the City limits of Elizabeth City must have a permit(s) prior to opening a business or conducting any type of work within the City, unless they are exempt.
3. When an entity or individual applies for a permit, a Business Registration Application form must be completed. (see attached)
4. Once the initial application is completed, it must be returned to the City's Planning Department for approval. Depending on the type of business that is being operated, there may be other departments, such as the Police Department, Fire Department and Finance Department, that must review the application prior to approval.
5. If a business discontinues operations during the year, a refund is not issued.
6. A separate registration is required for each place of business operated by the same person or business entity.
7. If a business is sold and operations continue under the same business name, the business should notify the Customer Service Department in writing, stating the names of the new owners. If the business operates under the same name, conducting the same type of business, a new registration is not required.
8. If a business changes location during the annual registration period, notification of this change should be made within ten (10) days after the change has been made. The original registration issued will be valid for the remainder of the registration period.
9. If a business operates without a Business Registration, legal action may be sought by the City against that business or the person(s) operating the business.

A Business Registration Application will be mailed to each business registered on an annual basis. This application must be completed and returned to the Customer Service Department. If the customer goes out of business or no longer operates in Elizabeth City, they must send a written notice to the Customer Service Department immediately

in order to be removed from the automatic renewal notice. Failure to notify the Customer Service Department is an indication that the business is still operating within City limits.

Business Registration application can be found at the link below, or page **43** of this document:

[https://www.cityofec.com/vertical/sites/%7B81CF1C17-216A-4959-BE57-0B405379B891%7D/uploads/1 -
2015 Business Registration Permit Application \(Rev 9-2015\).pdf](https://www.cityofec.com/vertical/sites/%7B81CF1C17-216A-4959-BE57-0B405379B891%7D/uploads/1-_2015_Business_Registration_Permitt_Application_(Rev_9-2015).pdf)

Permitting for Additional Business Classes

Taxicab

The City Council enacted an ordinance particular to the operation of vehicles for hire within the City of Elizabeth City. This ordinance requires a permitting and licensing process for both franchisees and drivers. Ordinance regulations pertinent to permitting and licensing are as follows:

1. City Taxicab permits are issued for the period September 1st to August 31st annually. Franchisees and drivers are first required to apply to the Customer Service Department to obtain a Business Registration and a Taxicab Permit. Once permitted, taxi operators must apply to the Elizabeth City Police Department for a taxicab inspection and operator's permit.
2. Taxicab operators are approved by City Council.
3. The Police Department's annual renewal process for taxicab drivers is generated by Police Department staff and may include additional requirements that must be followed prior to the renewal driver permit being issued.
4. The Customer Service Department mails an application for all active franchisees and drivers.
5. A copy of the Customer Service Taxicab Permit Application is attached.

Application for Taxicab/Beer/Wine Permit can be found at the link below or page **44** of this document:

[https://www.cityofec.com/vertical/sites/%7B81CF1C17-216A-4959-BE57-0B405379B891%7D/uploads/2_-_2015_Taxicab_Beer_Wine_Permit_Application_\(Rev_9-2015\).pdf](https://www.cityofec.com/vertical/sites/%7B81CF1C17-216A-4959-BE57-0B405379B891%7D/uploads/2_-_2015_Taxicab_Beer_Wine_Permit_Application_(Rev_9-2015).pdf)

Peddlers and Itinerant Merchants

Pursuant to State law, the City Council adopted an ordinance particular to peddling and solicitation in the City of Elizabeth City. This ordinance requires issuance of a permit and requirements pertinent to the permitting process are as follows:

1. Persons wishing to engage in door-to-door or on-the-street sales or solicitations shall file a timely application at least twenty days prior to the date peddling or soliciting begins with the city manager or his designee on a form available in the Customer Service Department; pay such fee as may be established by the City Council, and pay a bond as may be required. (A copy of the application is attached.)
2. The current fee for the permit is \$200 and must be renewed annually.
3. The applicant must provide written consent by the owner of the land upon which the applicant proposes to conduct business.
4. The applicant must provide a certified copy of the company's Charter or Articles of Incorporation and a copy of pertinent authorization to do business in North Carolina.
5. The applicant must provide the inventory of goods or merchandise, which will be offered for sale to include quantity, wholesale cost and prices at which items are to be sold.
6. The applicant must provide a statement of gross receipts for all sales in the City in the previous five (5) years, including the dates.
7. The applicant must provide a list of previous employers during preceding ten (10) years.
8. The applicant may not operate their business until they receive the required permit. The permit must be in their possession at all times while conducting business.

Peddler/Itinerant permit can be found at the link below or page **45** of this document:

[https://www.cityofec.com/vertical/sites/%7B81CF1C17-216A-4959-BE57-0B405379B891%7D/uploads/3_-_2015_Peddler_Itinerant_Merchant_Permit_Application_\(Rev_9-2015\).pdf](https://www.cityofec.com/vertical/sites/%7B81CF1C17-216A-4959-BE57-0B405379B891%7D/uploads/3_-_2015_Peddler_Itinerant_Merchant_Permit_Application_(Rev_9-2015).pdf)

Operation of Pushcarts, Food Trucks and Trailers in the Central Business District

The City Council enacted an ordinance to govern the operation of pushcarts, food trucks and trailers in the Central Business District. Operators of a vehicle at outdoor locations on public property as described in the ordinance shall first apply for and obtain a Specialty Peddler's Permit issued by the city manager under the provisions of the ordinance. (A copy of application attached.)

1. Specialty Peddler's Permits are issued for the period September 1st to August 31st annually and may be renewed annually.
2. For the purposes of the ordinance, the term "pushcart" shall be defined as a manually maneuvered cart or a self-propelled cart operating within the central business district.
3. The fee for a specialty peddler's permit shall be an amount established by the City Council from time to time. Currently the fee is \$250.00 and must be paid by the permittee at the time of issuance and annually thereafter on September 1st of each year.
4. The city manager is authorized to require, in accordance with the issuance of the permit, evidence of adequate insurance for the protection of the general public in connection with the operation of the vehicle.
5. Upon approval of the permit application and payment of the fee, the applicant shall be issued a permit, which should be affixed to the vehicle in a conspicuous place at all times.
6. Permits issued under the authority of the ordinance shall be nontransferable either as to individuals, location or item
7. It shall be unlawful to sell novelties, souvenirs or any merchandise other than food or cut flowers from a vehicle.
8. The director of parks and recreation or his designated representative shall have the authority to determine if the aesthetic value of the pushcart is in conformity with regulation.
9. Food containers shall remain inside the vehicle at all times and under no circumstances are to be placed on city streets or sidewalks. At no time shall cut flowers be sold from a stand, table or any other type vehicle than described.
10. Permittee shall have posted on the vehicle, on both sides, the prices of all food items or flowers being sold and no item may be sold for more than the posted price

11. No vehicle shall be left unattended for more than 30 minutes.
12. The city manager is authorized to designate the number of vehicles and the location of same within the allowed geographical area.
13. The permittee of a vehicle shall be responsible for the removal of all garbage generated by the operation of the vehicle.
14. Noise making devices such as, but not limited to, bells, whistles and gongs may not be used to advertise or announce sales.
15. The city manager is authorized to impose additional conditions and limitations on the issuance of such permit as may be necessary to protect the safety and wellbeing of the citizens of the city.
16. Any permit issued pursuant to the ordinance shall be revoked by the city manager for any violation by the holder, of any provision of the City's Code of Ordinances or any other ordinance of the city or whenever there is a violation by the holder of any condition, provision or qualification set forth in this section.

Note: Pushcart and Food Truck Operators may be permitted to operate outside the Central Business District through the Business Registration Program. Additional approvals may be required, including but not limited to a Zoning Permit. Please contact the Planning Department for more information.

Application for Specialty Peddler's Permit for the Operation of Pushcarts, Food Trucks, and Trailers in the Central Business District can be found at the link below or on page **46** of this document:

<https://www.cityofec.com/vertical/sites/%7B81CF1C17-216A-4959-BE57-0B405379B891%7D/uploads/4 - Specialty Peddlers Permits for Push Carts-Food Trucks and Info.pdf>

Special Citywide Festival

Pursuant to City Ordinance, a one-time only, up to three (3) day permit can be issued to an entity or body organizing a citywide festival or special event. This applies only to citywide festival days and peddlers and itinerant merchants participating in the festival will not be required to purchase an individual permit, as all vendors operating within the festival confines or adjacent to the festival footprint shall be included in the fee calculated for the citywide festival permit. Any business that possesses a current Business Registration Permit would not have to purchase an additional permit to participate in the festival, or be counted in the citywide festival vendor calculation; but must have in their possession during the festival a copy of their annual permit.

An application must be completed on the Special Citywide Festival Application form and submitted to the Customer Service Department. (A copy is included herein) The applicant cannot operate until they have been issued a permit.

Note: Peddlers and itinerant merchants not participating in the citywide festival that intend to operate elsewhere in the City during the festival's duration may apply for a permit under the Peddler's and Itinerant Merchants category.

Application for special city wide festival permit can be found at the link below or on page **47** of this document:
[https://www.cityofec.com/vertical/sites/%7B81CF1C17-216A-4959-BE57-0B405379B891%7D/uploads/Special_Festival_Permit_\(2015\).pdf](https://www.cityofec.com/vertical/sites/%7B81CF1C17-216A-4959-BE57-0B405379B891%7D/uploads/Special_Festival_Permit_(2015).pdf)



CITY OF ELIZABETH CITY
BUSINESS REGISTRATION APPLICATION
FOR YEAR OCTOBER 1, _____ THRU SEPTEMBER 30, _____

Application Date: _____ Customer #: _____

Office Use Only

Business Name: _____

Business Type: (circle one): Individual Partnership Corporation Other

Business Location: _____

Mailing Address: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Federal ID/SSN: _____

Description of Business: _____

Is this business regulated by a state occupational licensing board? _____

If so, please provide state and state registration number: _____

Permit Information

_____ 700	Business Registration	\$20.00	
_____	Duplicate /Changes	\$5.00	Total _____

Under penalty perscribed by law, I hereby affirm that the information provided on this application, is true to the bestof my knowledge and belief.

Signed: _____ Title: _____

Mailing Address: _____

SS #: _____ Date of Birth: _____ Drivers License #: _____

FOR OFFICE USE ONLY

Date: _____ Received By: _____

Amt Rec'd: _____

This application must be filed with the Customer Service office prior to opening a new business and renewed annually, thereafter. Upon receipt of payment and approval of application, a permit will be issued. Permit should be posted at your business location. The fee is to be paid by the permittee at the time of issuance. The initial fee shall be pro-rated to coincide with the City's billing cycle. This application must be filed with the Customer Service office prior to opening a new business.

No person, unless exempted, may conduct any business within the city without first paying the fee required by the City Code or without a valid permit issued pursuant to the Chapter 14, Article IV, Business Registration, City of Elizabeth City Code of Ordinances.

FOR OFFICE USE ONLY

ZONING

APPROVED ☐

DENIED ☐

SIGNED _____

DATE _____

POLICE

APPROVED ☐

DENIED ☐

SIGNED _____

DATE _____

FIRE DEPARTMENT

APPROVED ☐

DENIED ☐

SIGNED _____

DATE _____



CITY OF ELIZABETH CITY

Application for Taxicab/Beer/Wine Permit
FOR YEAR SEPTEMBER 1, _____ THRU AUGUST 31, _____

Application Date: _____ Customer #: _____

Office Use Only

Business Name: _____

Business Type: (circle one) Individual Partnership Corporation Other

Business Location: _____

Mailing Address: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Federal ID/SSN: _____

Description of Business: _____

Permit Information

_____ 369	*Taxicab		\$15.00
_____ 381	Retail Beer - On Premises	NCGS 105-113.77	\$15.00
_____ 382	Retail Beer - Off Premises	NCGS 105-113.77	\$5.00
_____ 383	Retail Wine - On Premises	NCGS 105-113.77	\$15.00
_____ 384	Retail Wine - Off Premises	NCGS 105-113.77	\$10.00
_____ 385	Wholesale Beer	NCGS 105-113.77	\$25.00
_____ 386	Wholesale Wine	NCGS 105-113.79	\$25.00
_____ 387	Wholesale Beer & Wine	NCGS 105-113.79	\$50.00

Total: _____

*Chapter 86, Article II, Taxicabs, of City of Elizabeth City Code of Ordinances

Under penalty perscribed by law, I hereby affirm that the information provided on this application is true to the best of my knowledge and belief.

Signed: _____ Title: _____

Mailing Address: _____

SS #: _____ Date of Birth: _____ Drivers License #: _____

FOR OFFICE USE ONLY

Date: _____ Received By: _____

Amt Rec'd: _____

This application must be filed with the Customer Service office prior to opening a new business and renewed annually, thereafter. Upon receipt of payment and approval of application, a permit will be issued. Permit should be posted at your business location. The fee is to be paid by the permittee at the time of issuance. The initial fee shall be pro-rated to coincide with the City's billing cycle.

No person, unless exempted, may conduct any business within the city without first paying the fee required by the City Code or without a valid permit issued pursuant to the City Code.

FOR OFFICE USE ONLY

ZONING

APPROVED ☐
DENIED ☐
SIGNED _____
DATE _____

POLICE

APPROVED ☐
DENIED ☐
SIGNED _____
DATE _____

FIRE DEPARTMENT

APPROVED ☐
DENIED ☐
SIGNED _____
DATE _____



CITY OF ELIZABETH CITY

PEDDLER/ITINERANT MERCHANT PERMIT

Application Date: _____ Customer #: _____
Business Name: _____
Business Type: (circle one): Individual Partnership Corporation Other
Business Location: _____
Mailing Address: _____
Contact Name: _____
Phone Number: _____ Fax Number: _____
Federal ID/SSN: _____
Description of Business: _____

Gross Sales: _____
Previous Employer: _____

Permit Information		
329	*Peddler Permit	\$200.00
245	*Itinerant Merchant	\$200.00

Total: _____

*Chapter 14, Article V, Peddling and Solicitation, of City of Elizabeth City Code of Ordinances

Under penalty prescribed by law, I hereby affirm that the information provided on this application, is true to the best of my knowledge and belief.

Signed: _____ Title: _____

Mailing Address: _____

SS #: _____ Date of Birth : _____ Drivers License #: _____

FOR OFFICE USE ONLY

Date: _____ Received By: _____

Amt Rec'd: _____

This application must be filed with the Customer Service office prior to conducting business and renewed annually, thereafter. Upon receipt of payment and approval of application, a permit will be issued. Permit should be posted at your business location. The fee is to be paid by the permittee at the time of issuance.

No person, unless exempted, may conduct any business within the city without first paying the fee required by the City Code or without a valid permit issued pursuant to the City Code.

FOR OFFICE USE ONLY

ZONING

APPROVED ☐
DENIED ☐
SIGNED _____
DATE _____

POLICE

APPROVED ☐
DENIED ☐
SIGNED _____
DATE _____

FIRE DEPARTMENT

APPROVED ☐
DENIED ☐
SIGNED _____
DATE _____



**Application for
Specialty Peddler's Permit
for the Operation of
Pushcarts, Food Trucks and
Trailers in the Central
Business District**

Issued under Section 14-169 of the City of Elizabeth City Code of Ordinances *(attached)*
(Please print clearly)

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Business Information

Business name: _____
(To be listed on Permit)

Type of Business: _____

Number of Employees _____ SSN or FID _____

Disclaimer and Signature

The undersigned certifies that the information provided herein is accurate and true to the best of his/her knowledge and belief and is in compliance with all City ordinances and zoning requirements. I have received a copy of Section 14-169 of the City's Code of Ordinances and shall comply with all provisions contained therein.

Certifying signature must be by Owner/Officer/Registered Agent or legal representative of the business.

Signature: _____ Date: _____

Notify the City of Elizabeth City of any changes in the registered business name, address, ownership or closure prior to action.

The fee for a specialty peddler's license shall be \$250.00 per year, to be paid by the permittee at the time of issuance and annually thereafter on September 1 of each year. The initial fee shall be pro-rated to coincide with the City's billing cycle.

Approval by City Manager:

Signature: _____ Date: _____

Amount Received _____ Date: _____



For Office Use Only	
Received:	_____
Receipt No:	_____
Approved	
City Manager:	_____
Cust Ser Mgr:	_____

City of Elizabeth City
PO Box 347
Elizabeth City, NC 27907-0347
SPECIAL CITYWIDE FESTIVAL
APPLICATION FOR PERMIT

Customer Number _____

Name of Organizing Body _____

Mailing Address _____

City, State, Zip _____

If Individual or Partnership, list name(s) and address(es); if Corporation, name and address of President and Secretary.

(A) _____
(B) _____

Telephone Number: Business (____) ____-____ Other (____) ____-____

DATE(S) OF PROPOSED FESTIVAL _____

LOCATION OF CITYWIDE FESTIVAL _____

NAME OF EVENT _____

BRIEF DESCRIPTION OF EVENT _____

ORDINANCE Chapter 14, Article V, Section 14-159. a) Pursuant to G.S 160A-178 it shall be unlawful for any itinerant merchants, salesmen, promoters, drummers, peddlers or hawkers to engage in any business activities, as hereinafter defined, within the city unless permitted to do so as provided in this article.

b) A one-time only, up to 3 days permit shall be issued to the entity or body organizing a "special citywide festival" or event. Said permit shall authorize the participation of itinerant vendors engaging in business activities within the geographical area covered by the festival during the festival's operation.

c) Only those merchants as described in section 14-160 shall be counted in determining the number of vendors

This application along with documents required must be filed with the City Customer Service Department prior to the scheduled date of festival.

Upon receipt of completed form, the application will be reviewed for approval. If the applicant appears to be of good and reputable business character and has met all requirements of the City Ordinance, a permit will be processed.

Payment will be due as follows based on the number of for-profit vendors participating (a listing of all for-profit and non-profit vendors must be attached):

_____ (357) 1-10 vendors \$100.00	_____ (358) 11-20 vendors \$200.00
_____ (359) 21-30 vendors \$300.00	_____ (353) 31 vendors and up \$400.00

Permit should be displayed the day(s) of festival at the festival location.

If you have any questions concerning this application form, please call the CUSTOMER SERVICE OFFICE at (252) 338-3981.

No person, unless exempted, may conduct any business within the City without first paying the fee required by the City Code or without a valid permit issued pursuant to the City Code.

SIGNED _____ TITLE: _____ DATE: _____